



# The Oriana Academy

# School Catalog

## 2025-2026

### Vol.1

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Professional Training Programs  
Oriana Tattoo & Academy LLC  
219 71st Street  
Miami Beach, FL 33141

Phone: (954) 589 8010

[www.orianaacademy.com](http://www.orianaacademy.com)

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# Table of Content

- Table of Content..... 2
- Executive Staff..... 3
- Faculty..... 4
- Mission Statement..... 5
  - Statement of Purpose..... 5
  - Philosophy..... 5
  - Catalog And Policies..... 5
- Ownership & Legal Control..... 6
  - Statement of Ownership..... 6
  - Statement of Legal Control..... 6
  - Catalog Certification Statement..... 6
- Professional Memberships..... 7
  - Florida Association of Postsecondary Schools and Colleges (FAPSC)..... 7
- Licensure..... 8
  - Florida Department of Education, Commission for Independent Education..... 8
  - Florida Department of Health..... 8
  - Florida Regulated..... 8
- Location, Facilities and Equipment..... 9
  - Facility and Class Size..... 9
  - Changes To Programs, Equipment, Etc..... 9
- Equal Opportunity Policy..... 10
  - Accommodation Request..... 10
  - Sexual Harassment & General Anti-Harassment Policy..... 11
- Admissions..... 12
  - Requirements for Admission..... 12
  - Educational Background..... 12
  - Application Procedure..... 12
  - Enrollment..... 12
  - Re-entry..... 13
- Credit for Previous Training or Transfer Credits..... 14
  - Transfer Credits..... 14
  - Credit for Prior Education or Training..... 14
  - Policy For Registration / Licensure / Examinations And Fees..... 14
  - Limitations Of Employability Due To Criminal History..... 15
- Internet Usage Policy..... 16
  - Unacceptable use of the Internet... 17
  - Statement on Program Delivery..... 17
- Tuition / Fees / Books / Uniforms / Supplies..... 18
  - Payment Of Tuition..... 18
  - Payment Options..... 18
  - Fee Schedule..... 19
    - Professional Body Piercing Program (40 Clock Hours).... 19
    - Professional Permanent Make Up Program (100 Clock Hours) 19
    - Professional Tattoo Artist Program (180 Clock Hours).. 19
    - Advanced Professional Tattoo Artist Program (600 Clock

- Hours)..... 19
- Reduction of Tuition or Fees..... 20
- Refund Policy..... 21
  - Refund Calculation..... 21
  - Termination Date..... 22
  - School Closure..... 22
  - Leave of Absence..... 22
- Satisfactory Academic Progress Policy.. 23
  - Evaluation Periods..... 23
  - Qualitative Standard (Academic Progress)..... 23
    - Grading Scale..... 23
    - Pass/Fail & Repeats..... 23
  - Maximum Timeframe to Complete Program..... 24
  - Academic Probation..... 24
  - Appeal Process..... 24
  - Re-Entry After Dismissal..... 24
  - Attendance and Make-Up Work..... 25
  - Student Acknowledgment..... 25
- Determination of Progress..... 26
- Incomplete Grades..... 27
- Attendance / Tardiness..... 28
  - Definition of a Clock Hour..... 28
  - Unforeseen Circumstances.. 29
  - What the LOA Form Should Include..... 29
- Student Services..... 30
  - Orientation..... 30
  - Career Services..... 30
  - Academic Advising..... 30
  - Housing..... 30
  - Parking..... 30
  - Tutoring..... 31
- Graduation Requirements..... 32
- Examination of Student Record and Transcripts..... 33
  - FERPA..... 33
- Administrative Policies..... 35
  - Course Numbering System..... 35
  - Copyright Infringement Policies and Sanctions..... 36
  - Constitution Day..... 36
  - Voter's Registration For Students.. 36
  - Vaccinations Policy..... 36
  - Internal Complaints And Grievance Procedure..... 36
  - Dress Code..... 37
- Students' Rights And Responsibilities... 38
  - Student Rights..... 38
  - Student Responsibilities..... 38
- Student Conduct Policy..... 40
  - Student Disciplinary Procedures... 41
  - Academic And Administrative Dismissal..... 41
- Campus Security/Crime Prevention And Safety Programs..... 43
  - The Violence Against Women Act (VAWA)..... 43
    - All institutions are charged with adopting the following VAWA requirements:..... 44
    - VAWA Policy Statement:..... 44
    - Definitions:..... 44

- Timely Warnings..... 45
- Reporting Crime..... 46
  - Confidential Reporting Procedure. 46
  - Anti-Hazing Policy..... 46
- Fire Precautions..... 47
- Drug-Free Policy..... 48
  - Drug And Alcohol Abuse Prevention 48
- Program Outlines..... 49
  - Professional Body Piercing Program Outline (2 Weeks / 40 Hours)..... 49
    - Program Description - CIP Code 12.0411..... 49
    - Objective..... 49
    - Academic Grading System... 50
    - Course Work..... 50
  - Professional Permanent Make Up Program Outline (5 Weeks / 100 Hours)..... 53
    - Program Description - CIP Code 12.0411..... 53
    - Objective..... 53
    - Academic Grading System... 54
    - Course Work..... 54
  - Professional Tattoo Artist Program Outline (6 Weeks / 180 Hours)..... 58
    - Program Description- CIP Code 12.0411..... 58
    - Objective..... 58
    - Academic Grading System... 59
    - Course Work..... 59
  - Advanced Professional Tattoo Artist Program Outline (18 Weeks / 600 Hours)..... 62
    - Program Description - CIP Code 12.0411..... 62
    - Objective..... 62
    - Academic Grading System... 63
    - Course Work..... 63
- Scheduling..... 66
  - Holidays..... 66
  - Hours Of Operation..... 66
  - Academic Calendar..... 67
  - Academic Schedule..... 67

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## Executive Staff



**Chief Executive Officer**  
Moshe 'Chino' Mizrachi



**Chief Administrative Officer**  
Sharon Mizrachi



**Chief Operating Officer / Director**  
Liad Mizrachi

## Faculty



**Instructor**

Dariia 'Dasha' Calderon

State of Florida Department of Health Tattooing Artist License



**Instructor**

Jhony Jaramillo

Initial Formal Body Piercing Training Course

State of Florida Department of Health

Tattooing Artist License



**Instructor**

Anna Ishutina

State Of Florida Department Of Business And

Professional Regulation

Facial Specialist License

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## Mission Statement

The mission of The Oriana Academy is to prepare students for professional licensure and successful careers in tattooing, piercing, and body arts. Our mission centers on equipping graduates with the skills, safety knowledge, and professional discipline needed to enter and advance in the industry.

## Statement of Purpose

The purpose of this institution is to deliver structured programs in tattooing, piercing, and permanent makeup that cover both artistic and technical competencies. These include safety and sanitation, equipment use, color theory, anatomy, client care, business operations, and portfolio development. The intent is to ensure students acquire the comprehensive knowledge base required for state licensure and for pursuing diverse career opportunities in the field.

## Philosophy

The philosophy of The Oriana Academy is rooted in providing education through a professional, supportive environment that reflects real-world industry standards. We emphasize hands-on learning paired with theory, guided by licensed instructors with practical expertise. Our approach fosters artistic growth, technical mastery, and professional readiness so graduates leave confident in both their craft and their career trajectory.

## Catalog And Policies

Students are expected to be familiar with the information presented in the Enrollment Agreement, Catalog and any addenda to the Catalog. This Catalog serves as a handbook for the student.

By enrolling in The Oriana Academy, the student agrees to abide by all policies of the Institution. If at any time there is conflict between the Enrollment Agreement and the Catalog, the Enrollment Agreement is the binding contract.

This catalog/publication is true and correct in content and policy

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## Ownership & Legal Control

### Statement of Ownership

Oriana Tattoo & Academy LLC  
219 71st Street Miami Beach, Fl 33141  
Phone: (954) 589 8010

### Statement of Legal Control

The administrators of The Oriana Academy have legal control over the institution, which includes the power to make and enforce policies, oversee the budget, and appoint key personnel. The administrators are responsible for ensuring that the institution operates within the boundaries of the law, and that its activities are consistent with its mission and values.

They also have the authority to hold other staff members accountable for their performance and to take corrective action if necessary. Ultimately, the administrators have the legal responsibility for the overall governance and well-being of The Oriana Academy.

### Catalog Certification Statement

I hereby certify that this Course Catalog is true and correct in content and policy as of the date shown below. All statements, policies, program descriptions, tuition information, and institutional requirements are accurate and reflective of The Oriana Academy's current operations. This catalog is published in accordance with the requirements set forth by the Florida Department of Education Commission for Independent Education (FLDOE CIE) and complies with the standards required for evaluation by the U.S. Department of Veterans Affairs and the State Approving Agency (SAA) for the purpose of determining veteran education benefit eligibility under 38 CFR § 21.4254. Certified True and Correct in Content and Policy.



Signed:

Date: 01/25/26

Name: Liad Mizrachi - Director of The Oriana Academy



## Professional Memberships

### Florida Association of Postsecondary Schools and Colleges (FAPSC)

Liad Mizrachi

CM221 - Florida Admissions: Complying with the Rules and Regulations

CM201 - Admissions Compliance for Postsecondary Schools in Florida

Moshe Mizrachi

CM221 - Florida Admissions: Complying with the Rules and Regulations

CM201 - Admissions Compliance for Postsecondary Schools in Florida

Sharon Mizrachi

CM221 - Florida Admissions: Complying with the Rules and Regulations

CM201 - Admissions Compliance for Postsecondary Schools in Florida



## Licensure

### Florida Department of Education, Commission for Independent Education

Licensed by the Commission for Independent Education, Florida Department of Education, License #12853.

Additional information regarding this institution may be obtained by contacting the Commission:

Florida Department of Education, Commission for Independent Education  
325 W. Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400  
Phone: (850) 245-3200 or Toll Free (888) 224-6684

### Florida Department of Health

4052 Bald Cypress Way Tallahassee, FL 32399-1719  
Bin A-11  
Phone: 850-488-0595  
Fax: 850-245-4791  
<http://www.floridahealth.gov/>

### Florida Regulated

Tattooing is regulated under Florida law. Per Florida Statute 877.04 (1998), tattooing of minors under 16 is prohibited.

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## Location, Facilities and Equipment

### Facility and Class Size

The studio is about 1700 sq ft which includes room for recessed practical coursework for student practice, 5 fully equipped student tattooing stations for procedures and observations. The lobby includes customer seating, computer station, media section, laptops, student drawing station, stencil making stations and reception. The rear area includes a piercing private room, staff restroom and Instructor's office.

A second room division is for a student art/theory coursework room which is equipped with storage for student belongings, individual drawing stations, multiple light tables and TV. The student art/theory room can seat 12 students comfortably.

A separate staff lounge and supply storage area is in a third section.

The building and facility is maintained up to all relevant local safety and health standards such as fire, building and sanitation codes. Any information regarding these code requirements will be public knowledge, displayed, and available to students.

### Changes To Programs, Equipment, Etc.

The Oriana Academy reserves the right to make changes in equipment, textbooks, supplies and curriculum to reflect the latest technology and advancement in a program of study. Tuition and fees are subject to review and modification.

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## Equal Opportunity Policy

The Oriana Academy, in its hiring, admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, sex, ethnic origin, age, veteran status, physical challenges or sexual orientation

### Accommodation Request

The Oriana Academy is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. In alignment with these standards, no qualified individual with a disability will be denied the opportunity to enroll or participate in educational programs and services offered by the Academy.

Students should be aware, however, that the nature of Oriana Academy's programs—which include tattooing and body piercing—may require certain physical abilities. These include, but are not limited to: prolonged standing or sitting, fine motor skills, manual dexterity, and sustained participation in practical, hands-on lab environments.

Applicants or enrolled students with a documented disability who are seeking accommodations must submit a written request to the Academy's Director by completing an Accommodation Request Form. This request must be accompanied by current and relevant medical documentation that:

- Verifies the nature and extent of the disability
- Describes the functional limitations imposed by the disability
- Identifies the requested accommodation(s)
- Explains the relationship between the disability and the accommodation's necessity within the classroom or clinical setting

The documentation should be prepared by a licensed healthcare professional and may include specific recommendations (e.g., extended time for practical evaluations, note-taking assistance, modified seating arrangements). While The Oriana Academy is not obligated to implement all recommended accommodations, each request will be considered in good faith.

To ensure timely review and implementation of accommodations, students are encouraged to submit all required forms and documentation at least six (6) weeks prior to the start of their program, or as early as possible. Accommodations cannot be applied retroactively. Additional information may be requested if the initial submission is incomplete or unclear.

Accommodation requests will be reviewed by the Director of The Oriana Academy, in consultation with appropriate academic or administrative staff. Students will be notified in writing of approved accommodations. Faculty and instructional staff will be informed only of the

accommodations necessary to support the student's success, and only to the extent required.

All information and documentation related to a student's disability will be treated with strict confidentiality. Records are maintained separately from academic files and are accessible only to personnel with a legitimate need to review them for the purpose of evaluating, implementing, or ensuring the safety and efficacy of the accommodation.

If a student disagrees with the outcome of their accommodation request, they may submit a written appeal within a reasonable timeframe. The appeal should:

- Be addressed to the Director of The Oriana Academy
- Include a clear explanation of why the student believes the original decision should be reconsidered
- Be accompanied by the original request and supporting documentation

Students may be encouraged to try an alternative accommodation during the appeal process. A written response to the appeal will be provided within 20 business days of receipt. Appeals should be submitted via U.S. Mail to:

The Oriana Academy  
Attn: ADA Compliance  
219 71st Street Miami Beach, FL 33141

## Sexual Harassment & General Anti-Harassment Policy

In accordance with the guidelines established by the U.S. Equal Employment Opportunity Commission (EEOC) and the Civil Rights Act of 1964, The Oriana Academy strictly prohibits all forms of sexual harassment, which is recognized as a form of unlawful sex-based discrimination.

The Oriana Academy is fully committed to fostering a safe, respectful, and inclusive learning environment. This commitment extends to all students, faculty, staff, and administrators. The Academy maintains a zero-tolerance policy toward sexual harassment, and it is our institutional goal to ensure that all members of our academic community can learn, teach, and work in an atmosphere free from harassment, exploitation, or intimidation. The Oriana Academy will take immediate and appropriate action to prevent, correct, and if necessary, discipline conduct that violates this policy. Disciplinary action may include warning, suspension, dismissal, or other corrective measures as deemed appropriate.

Any individual who believes they have experienced or witnessed sexual harassment should promptly report the incident to the Academy Director or designated administrative personnel. All complaints will be handled with discretion, and to the extent possible, confidentiality will be maintained. Retaliation against individuals who report sexual harassment or participate in an investigation is strictly prohibited and will be considered a separate violation subject to disciplinary action.

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## Admissions

### Requirements for Admission

- Applicants must be at least 18 years of age.
- Applicants must provide a valid government-issued photo ID.
- All applicants must sign a disclosure of criminal background history. Certain felony convictions may make an individual ineligible for licensure in Florida.
- Oriana does not discriminate in its admissions process and will provide reasonable accommodations to qualified applicants with disabilities in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

### Educational Background

The Oriana Academy accepts applicants with varied educational backgrounds. While a high school diploma or recognized equivalent (such as a GED) is preferred, it is not required for admission.

- Applicants with a high school diploma, GED, home school credential recognized by state law, or equivalent foreign credential (translated and evaluated) may enroll directly.

### Application Procedure

All applicants must schedule an interview with the Academy's administration. A completed and signed application form must be submitted.

Applicants must present a valid government-issued photo ID. Applicants are encouraged to bring an art portfolio, sketchbook, or other examples of artwork (if available). Admission decisions are made by the Academy and applicants will be notified of their status within one week.

### Enrollment

Accepted applicants will receive a copy of this catalog and must sign an Enrollment Agreement before beginning classes.

Enrollment is based on space availability. If a class is full, applicants may be placed on a waitlist for the next available start date.

Applicants are encouraged to complete the enrollment process well in advance of their desired start date.



## Re-entry

A student who has previously withdrawn or been terminated from The Oriana Academy may apply for re-entry under the same enrollment status held at the time of separation. All re-entry requests will be reviewed by Academy administration, and approval is subject to space availability and compliance with institutional policies.

Upon application for re-entry, the student's academic records, attendance, and conduct history will be evaluated to determine:

- Whether satisfactory academic progress can be achieved
- Whether the program can be completed within the 150% maximum time frame as defined by institutional and regulatory standards

Students approved for re-entry will be required to pay a \$100 non-refundable Re-entry Fee at the time of reinstatement.

Once readmitted, the student's progress will be reviewed at the next scheduled Satisfactory Academic Progress (SAP) checkpoint. If the student fails to meet the required academic or attendance benchmarks during that evaluation, they may be subject to dismissal from the program.

All re-entry decisions are made at the discretion of Academy administration and may include conditions for continued enrollment, such as an academic improvement plan or attendance requirements.

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## Credit for Previous Training or Transfer Credits

### Transfer Credits

The Oriana Academy does not accept transfer credits from other institutions. All students must complete the full program of study as published in this catalog and in their enrollment agreement. Students seeking to transfer into Oriana must follow the standard admissions process as new applicants.

### Credit for Prior Education or Training

In accordance with 38 CFR § 21.4254(c)(3), The Oriana Academy evaluates all prior education and training, including military service, prior schooling, or experiential learning. Evaluation is documented to meet state and federal requirements; however, no credit is granted toward academic progress, and all students are required to complete the full program as published.

### Policy For Registration / Licensure / Examinations And Fees

Students are responsible for applying to the Florida Department of Health (FDOH) for registration and/or licensure in order to practice professionally within their chosen field. Licensure and registration requirements are governed by state and local laws and may include, but are not limited to:

- Completion of an approved training program
- Submission of a completed application to the Florida Department of Health
- Proof of completion of bloodborne pathogens training
- Fingerprinting and criminal background screening
- Payment of applicable licensure or registration fees
- Compliance with age requirements and identity verification through a valid government-issued photo ID
- Adherence to health and safety regulations established by county health departments or other regulatory authorities

The Oriana Academy provides students with training that aligns with the general regulatory expectations of the FDOH; however, the responsibility to initiate and complete the licensure or registration process rests solely with the student.

## Limitations Of Employability Due To Criminal History

Students with criminal histories may not be eligible for professional certification or licensure after graduation, depending on the requirements of the student's chosen program at the time of completion

Please contact the Academy Director if you have any questions or concerns regarding criminal history and/or other licensure requirements.

The Oriana Academy makes no representation, promise, or guarantee that completion of this program assures either passage of any certification examination or acceptance by any board.

The programs are not intended to prepare graduates for employment in any other state. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, certification, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

For additional details, students should consult the Florida Department of Health directly:

- Florida DOH – Tattoo Artist Licensing:  
<http://www.floridahealth.gov/environmental-health/tattooing/>
- Florida DOH – Body Piercing Regulations:  
<http://www.floridahealth.gov/environmental-health/body-piercing/>

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## Internet Usage Policy

The Internet Usage Policy applies to all students of The Oriana Academy who have access to computers and the Internet to be used during their enrollment at The Oriana Academy.

Use of the Internet by students is permitted and encouraged where such use supports the goals and objectives of the program. Access to the Internet through The Oriana Academy is a privilege and all students must adhere to the policies concerning computer, email, and Internet usage.

Violation of these policies could result in disciplinary and/or legal action such as suspension of the use of the Internet at The Oriana Academy and lead up to and include termination from the program. Students may also be held personally liable for damages caused by any violations of this policy. All students are required to abide by the rules hereunder.

- Students are expected to use the Internet responsibly and productively. Internet access is limited to school and/or job search activities only and personal use is not permitted.
- Job-related activities include research and educational tasks that may be found via the Internet that would assist in a student's career development.
- Students may be assigned a The Oriana Academy student email account.
- All Internet data that is composed, transmitted and/or received by The Oriana Academy's computer systems is considered to belong to The Oriana Academy and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- The equipment, services, and technology used to access the Internet are the property of The Oriana Academy, and the school reserves the right to monitor Internet traffic and monitor and access data that is composed, sent, or received through its online connections.
- Emails sent via the school's email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing languages or images.
- All sites and downloads may be monitored and/or blocked by The Oriana Academy if they are deemed to be harmful and/or not productive to the academic environment.
- The installation of any software such as instant messaging, downloading music sites and/or personal pictures is strictly prohibited.



## Unacceptable use of the Internet

Includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via The Oriana Academy email service.
- Using computers to perpetrate any form of fraud, and/or software, film, or music piracy.
- Stealing, using, or disclosing someone else's password without authorization.
- Downloading, copying, or pirating software and electronic files that are copyrighted or without authorization.
- Sharing confidential material, trade secrets, or proprietary information outside of the organization.
- Hacking into unauthorized websites.
- Sending or posting information that is defamatory to the school.
- Introducing malicious software onto The Oriana Academy's network and/or jeopardizing the security of the organization's electronic communications system.
- Sending or posting chain letters, solicitations, or advertisements not related to academic environment.
- Passing off personal views as representing those of The Oriana Academy.
- Unauthorized sharing of academic material, including but not limited to tests and test answers.
- Conducting a business using The Oriana Academy's network for personal business use.

If a student is unsure about what constitutes acceptable Internet usage, then they should ask the Director or his/her instructor for further guidance and clarification.

## Statement on Program Delivery

All students are expected to attend classes regularly and are required to clock in and out each day. Attendance is recorded and maintained daily in accordance with institutional policy and applicable state and federal regulations.

Students are responsible for making arrangements to complete any makeup work assigned as a result of an absence. However, makeup work does not replace missed instructional hours unless otherwise scheduled and supervised on-site under instructor approval.

While students may access the Learning Management System (LMS) outside of school, attendance is only earned through on-site participation under instructor supervision. Activities completed remotely—including assignments, quizzes, and discussion forums must have real-time instructor supervision to be counted toward required clock hours.

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## Tuition / Fees / Books / Uniforms / Supplies

\*The tuition and fee schedule for all programs at The Oriana Academy may be provided in an addendum to this catalog.

Payment of all fees, or arrangement for the payment of all fees, must be made at the time of registration and are subject to change without notice. All financial obligations owed to The Oriana Academy must be paid, or arrangements for payments must have been made, before a student may re-enter, receive official transcripts or graduate.

Students are also required to furnish their own personal school supplies such as pencils, pens, erasers, notebooks, calculators, index cards and dictionaries. Students may also be required to purchase additional supplies/kits based on his/her program of study. Any additional licensing fees may be listed in an addendum and presented at the time of enrollment.

No uniforms are required for Oriana programs

### Payment Of Tuition

Students may pay by cash, check, money order, or credit card for educational costs. Payment of tuition is due, in full, on or before the first day of class unless a student is on a payment plan.

Any students who are unable to pay the tuition and fees in full may arrange a payment plan to be paid monthly or weekly to the school. Contracts are not sold to third parties; however, the school reserves the right to assign any unpaid balances to an outside agency for collections. Students in need of financial assistance will meet with the administrative team prior to enrollment in order to assess a payment plan.

### Payment Options

1. Payment in full before the first day of class.
2. Installment Plan, which will be set up based upon the student's ability to make scheduled payments over the length of the program, with a minimum down payment made prior to the first day of class.

A \$50 fee will be charged for any check returned for insufficient funds.

Students on a payment plan must make payments as scheduled. All payments are due on a Monday prior to entering class. A late payment will result in a 10% late fee being added to the student's balance. Failure to make a payment within 3 days of when due will result in the student not being allowed to attend class unless prior arrangements in writing have been made with the Director.



## Fee Schedule

### Professional Body Piercing Program (40 Clock Hours)

- Tuition: ..... \$3,350
- Non-Refundable Enrollment Deposit: ..... \$150
- Total Program Cost: ..... **\$3,500**

Supplies Included: On-site piercing starter kit, materials, and consumables for use during the program.

Note: Consumable supplies are provided during training. No needles, ink, or accessories are provided after completion of the program.

### Professional Permanent Make Up Program (100 Clock Hours)

- Tuition: ..... \$3,550
- Non-Refundable Enrollment Deposit: ..... \$150
- Total Program Cost: ..... **\$3,700**

Supplies Included: On-site tattoo starter kit, materials, and consumables for use during the program.

Note: Consumable supplies are provided during training. No needles, ink, or accessories are provided after completion of the program.

### Professional Tattoo Artist Program (180 Clock Hours)


- Tuition: ..... \$6,350
- Non-Refundable Enrollment Deposit: ..... \$150
- Total Program Cost: ..... **\$6,500**

Supplies Included: On-site tattoo starter kit, materials, and consumables for use during the program.

Note: Consumable supplies are provided during training. No needles, ink, or accessories are provided after completion of the program.

### Advanced Professional Tattoo Artist Program (600 Clock Hours)

- Tuition: ..... \$9,350
- Non-Refundable Enrollment Deposit: ..... \$150
- Total Program Cost: ..... **\$9,500**



Supplies Included: On-site tattoo starter kit, materials, and consumables for use during the program.

Note: Consumable supplies are provided during training. No needles, ink, or accessories are provided after completion of the program.

## Reduction of Tuition or Fees

The Oriana Academy does not currently offer tuition reductions, fee waivers, or scholarships. If such reductions are implemented in the future, eligibility criteria and selection procedures will be published in advance and applied equally to all students within the affected enrollment period.

The Academy will maintain verifiable records of all reductions, including applications, supporting documentation, and notices to students, which will be available for on-site review by all relevant approving agencies.

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## Refund Policy

This policy applies to students that voluntarily withdraw or have been terminated by the institution. The official date of termination is the last day in attendance.

This policy also applies to students that voluntarily cancel the signed enrollment agreement in writing within three (3) working days, regardless of whether the student has actually started training.

- All monies will be fully refunded if the application is not accepted.
- All monies will be refunded if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
- Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the \$150 registration fee.
- Cancellation of classes or programs by the institution before or after attendance has begun will result in a 100% refund.
- Refunds will not be granted for books, materials, or supplies/kits.
- Students will be obligated for all charges (tuition/fees/books/supplies) for the period of financial obligation they are currently attending plus any prior account balance.
- Students who have withdrawn and wish to re-enter will be charged a \$100 re-entry fee.
- Refunds will be made within 30 days of the date of determination or receipt of a Cancellation Notice. The date of determination will be within 14 days from the last date of attendance.
- The students' rights under this agreement may not be assigned to any other person.

## Refund Calculation

Refunds are computed on the number of scheduled hours the student has completed of the total program hours; the tuition refund schedule is as follows:

| <b>PERCENTAGE LENGTH COMPLETED TO<br/>TOTAL LENGTH OF PROGRAM</b> | <b>AMOUNT OF TOTAL TUITION OWED TO<br/>THE SCHOOL</b> |
|---|---|
| 0.01% to 40%  | Pro Rata Refund                                       |
| 40% and over  | 100%  |

In accordance with 38 CFR § 21.4254(c)(13), students using VA education benefits who withdraw will receive a pro-rata refund of unearned tuition, minus any non-refundable fees.



## Termination Date

The termination date for refund computation purposes is the last date of actual attendance by the student unless written notice is received.

## School Closure

If the school is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a 100% refund.

## Leave of Absence

If a student on an approved leave of absence notifies the school that they will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that they will not be returning.

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## Satisfactory Academic Progress Policy

All students enrolled in programs at The Oriana Academy must maintain Satisfactory Academic Progress (SAP) to remain in good standing. SAP is evaluated on both a qualitative and quantitative basis.

### Evaluation Periods

SAP is evaluated at the midpoint and conclusion of each program or payment period (whichever comes first). The institution must maintain a written record of the student's progress evaluations and make these records available.

### Quantitative Standard (Attendance Progress)

To maintain SAP, students must:

Attend a minimum of 67% of the scheduled clock hours at each SAP checkpoint.

Complete the program within 150% of the published program length (both in hours and weeks).

Be making measurable progress toward completing their program objectives.

Example: A 300-hour program must be completed within 450 clock hours and 150% of the standard calendar weeks assigned.

### Qualitative Standard (Academic Progress)

Students must maintain a minimum cumulative grade average of 75% in all theoretical and practical coursework to be considered making SAP.

### Grading Scale:

| Grade | Percentage | Interpretation         |
|-------|------------|------------------------|
| P     | ≥ 75%      | Pass                   |
| F     | < 75%      | Fail                   |
| I     | N/A        | Incomplete (Temporary) |

### Pass/Fail & Repeats:

Pass/Fail status applies to designated assessments or modules. A "P" counts toward completed hours; an "F" does not.

Any course or module failed must be repeated once. The new grade replaces the original grade for SAP calculation.

Incomplete (I) grades must be resolved within 14 calendar days or will be automatically converted to a Fail (F).

## Maximum Timeframe to Complete Program

Note: These calculations are based on full-time schedules. Part-time equivalents will be prorated accordingly.

Students must complete their program within 150% of the standard scheduled time, measured in both clock hours and calendar weeks, after which they are automatically dismissed.

## Academic Probation

Students who fail to meet SAP standards will be placed on academic probation for one evaluation period. During probation:

- Students remain eligible to continue in the program
- They must meet the conditions of a formal Academic Improvement Plan (AIP)

If the student fails to meet SAP by the end of the probation period, they will be dismissed unless a successful appeal is submitted and approved.

## Appeal Process

Students may appeal a dismissal from the program due to unsatisfactory academic progress by submitting a written appeal to the Director within 5 business days of notification. The appeal must include:

- A detailed explanation of the mitigating circumstances (e.g., illness, death in the family)
- Relevant documentation
- A plan of action outlining how they will regain SAP

Appeals are reviewed by the Academic Review Committee. Approved appeals result in continued enrollment under an extended Academic Improvement Plan.

## Re-Entry After Dismissal / Probationary Period

Students dismissed for failure to maintain SAP may reapply for admission after 30 calendar days. Upon reentry, they must demonstrate readiness to meet SAP and may be subject to a probationary period or academic contract.



## Attendance and Make-Up Work

Make-up hours or work may be permitted at the discretion of the Director, and only in accordance with institutional policy. Make-up hours do not retroactively affect prior SAP evaluations but may count toward cumulative completion.

## Student Acknowledgment

All students are provided with a copy of this SAP policy upon enrollment and must sign an acknowledgment form confirming understanding and compliance as a condition of attendance.

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## Determination of Progress

The Oriana Academy is committed to monitoring each student's academic and attendance performance to ensure consistent progress toward program completion. Student progress is measured at scheduled evaluation points according to both qualitative and quantitative standards outlined in the Satisfactory Academic Progress (SAP) policy.

### SAP Evaluation Schedule

SAP evaluations are conducted within seven (7) calendar days of the student reaching the designated actual clock-hour milestones for their enrolled program:

| <b>Program</b>                      | <b>Evaluation Points (Clock Hours)</b> |
|-------------------------------------|--|
| Professional Body Piercing          | 20, 40                                 |
| Professional Tattoo Artist          | 90, 180                                |
| Professional Permanent Make Up      | 40, 80                                 |
| Advanced Professional Tattoo Artist | 300, 600                               |

### Evaluation Criteria

At each scheduled SAP evaluation, students must meet the following minimum standards:

- Academic (Qualitative): Maintain a minimum cumulative average of 75% in all academic coursework (theory and practical).
- Attendance (Quantitative): Maintain a minimum 67% attendance rate based on scheduled hours.

### Unsatisfactory Progress

Students who fail to meet SAP standards at an evaluation checkpoint will be placed on academic probation and required to complete a corrective action plan under the supervision of the Director or designated academic personnel.

Failure to meet SAP standards at the subsequent evaluation may result in termination from the program. Students have the right to review their academic records, including grades, attendance, and academic counseling notes, by submitting a written request to the Academy.

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## Incomplete Grades

If a student receives an incomplete (“I”) for a course, module, or assignment, they will have fourteen (14) calendar days to meet the instructor’s requirements and resolve the incomplete.

- If completed within 14 days: the grade will be updated to reflect the student’s performance (pass or fail).
- If not completed within 14 days: the incomplete will automatically convert to a failing grade (“F”).
- Time spent completing or remediating incomplete work counts toward the maximum time frame for program completion.

## Repeating Assessments / Evaluations

Students who fail a course, module, or evaluation must repeat it once.

- The new grade will replace the original grade for Satisfactory Academic Progress (SAP) purposes.
- If the student fails the repeated attempt, they must meet with the Director or designated academic staff to create an Academic Improvement Plan before continuing in the program.
- All attempted coursework, including repeats, counts toward the maximum time frame allowed for program completion (150% of program length).

## SAP Alignment

The Oriana Academy evaluates Satisfactory Academic Progress (SAP) on both:

- Quantitative standards (attendance and pace of completion), and
- Qualitative standards (academic performance based on pass/fail or competency-based measures).

Students must meet both standards at each scheduled SAP evaluation period to remain in good standing.

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## Attendance / Tardiness

All students are expected to attend classes on a regular basis and are required to clock in and out. Attendance is recorded through our automated system which is automatically and instantly stored directly into the student management database.

In the event of an absence, the student is responsible to make arrangements to complete any makeup work that may be assigned to them if applicable.

### Non-Credit Remedial Courses

The institution does not offer non-credit remedial courses. However, The Oriana Academy does offer remediation for those students that require a refresher or review of subject matter, or those students who have failed to pass a state board exam.

### Excused Absences in Clock Hour Programs

In a clock-hour program, students are allowed to count a limited number of excused absences when deciding whether the student has completed the hours in a payment period. An excused absence may only be counted if the student is excused from hours that were actually scheduled, were missed, and do not have to be made up for the student to receive the degree or certificate for the program. Up to 10% of total program scheduled clock hours per payment period are eligible for excused time.

### Definition of a Clock Hour

Students are awarded clock hours for course completion. A clock hour is defined as a minimum of 50 minutes of supervised instruction. Class and break schedules are in the course descriptions provided by each instructor.

### Leave of Absence Policy (LOA)

If an emergency situation arises—such as a family tragedy, medical condition, military obligation, or other extenuating circumstances—that makes it necessary for a student to interrupt their training, the student may request a Leave of Absence (LOA). An LOA is a temporary interruption in a student's program of study during which the student is not in attendance.

To be granted a Leave of Absence, a student must meet the following criteria:

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- The student must request the leave in writing prior to the expected LOA, and must sign and date the request stating the reason for the leave. The applicable School Official must review and approve the LOA request prior to the start date of the LOA.
  - The student must provide reasonable assurance of return by the end of the approved LOA.
  - The school may request supporting documentation confirming the reason for the LOA.
  - The LOA, including any additional LOAs, must not exceed 180 days in any 12-month period

### Unforeseen Circumstances

The Oriana Academy may grant an LOA to a student who did not submit a request in advance due to unforeseen circumstances, upon notification of the situation. For example, if a student is involved in an accident and unable to attend classes for several weeks, the LOA begin date will be recorded as the first day the student was unable to attend.

The student must complete the standard LOA documentation electronically or upon return to the Academy. The Academy will document the reason for granting the LOA retroactively.

### What the LOA Form Should Include

At minimum:

1. Student's full name
2. Program name
3. Original anticipated graduation date
4. Requested start and end date of the LOA
5. Reason for the leave (brief but specific — e.g., medical, family emergency)
6. Student signature and date
7. School Official signature and date (approving the request)
8. Statement confirming student intends to return
9. Optional: space for supporting documentation (e.g., doctor's note)

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## Student Services

### Orientation

The orientation program, held prior to the first day of class, is designed to facilitate the transition to The Oriana Academy and to familiarize new students with the organization and operation of the institution. During the orientation, students are introduced to the mission and tradition of the Academy, rules and regulations, study techniques, and academic expectations.

### Career Services

It is the policy of The Oriana Academy's Career Services team to assist students in finding a position upon graduation. Prior to and after graduation, the staff will advise students on career development skills and assist them in seeking employment in their chosen career field. Students are required to provide a current résumé and maintain satisfactory attendance to retain placement privileges. Although The Oriana Academy provides employment placement assistance, it does not promise or guarantee employment.

### Academic Advising

The school provides students with academic advising. Students may meet with the Director and other faculty to discuss his/her educational options. In addition, the School maintains contacts with various community organizations and agencies to help meet students' personal needs

### Housing

The Oriana Academy does not offer on-site housing for its students. There are many hotels, motels, and apartments conveniently located near the school. Our office maintains a list of available locations that may be suitable for out-of-town students. We will gladly assist you in locating a place to stay while attending our school.

### Parking

Parking and traffic regulations must be maintained for the protection of all. Students must park in authorized spaces. Students must not park in handicapped spaces (unless possessing the appropriate license), on sidewalks, and in "no parking areas." Violators are subject to being towed without prior warning or formal notification.



## Tutoring

Faculty tutors are available in all subject areas for both lecture and practical techniques. Tutoring services are available to all enrolled students by request.

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## Graduation Requirements

To receive a Certificate of Completion from The Oriana Academy, a student must:

1. Complete all required clock hours as outlined in the catalog and/or addendum. Only hours associated with passed coursework will count toward completion.
2. Achieve a minimum passing score of 75% or higher in all required coursework, in accordance with the institution's grading policy.
3. Resolve any Incomplete grades within the published time frame. Courses failed must be repeated and passed in order to meet graduation standards.
4. Fulfill all financial obligations to the school or have an approved payment arrangement in place prior to receiving a certificate, transcript, or re-entry approval.
5. Complete all required assessments, evaluations, or final projects as assigned by the program instructor.

Upon successful completion, students will be awarded a Certificate of Completion. The Oriana Academy does not guarantee employment; however, career assistance services are available upon request.

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## Examination of Student Record and Transcripts

The Oriana Academy maintains permanent records of students' grades and attendance for a minimum of 3 years. All students attending this school shall have the right to review their academic records, including grades, attendance and counseling. Records are supervised by the Director and may be reviewed by request.

Students are entitled to one copy of their final transcript. \*Former students may request additional copies of transcripts may be obtained at a charge of \$5.00 per copy. A written request signed by the student should be made a minimum of two (2) weeks before the transcript is required. The full address of the person/place to which the transcript is to be sent must be included. All financial obligations to the school must be paid before official transcripts are released.

### FERPA

Policies and procedures concerning the privacy of the students' records maintained by The Oriana Academy and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Students' records are maintained by the campus Registrar's Office (academic records), Student Services Department (enrollment records), and Business Office (accounts receivable records). Students' records are maintained by the institution in permanent files. Under Section 438 of the General Provision Act, students age 18 or over have access to their personal record files kept by the institution.

All authorized personnel have access to student records for official purposes. A student (or in some cases eligible parents) is given access to his/her record within a reasonable time after submitting a written request to the custodian in possession of that record (Registrar, Student Services, or Business Office). If the content of any record is believed to be in error, inaccurate, discriminatory, misleading or in violation of the student rights or otherwise inappropriate, it may be challenged, and a written explanation included in the record. A student's right to due process allows for a hearing, which may be held at a reasonable time and place at which time evidence may be presented to support the challenge. Student information is released to persons, agencies, or legal authorities as required by subpoena/legal process or by consent of a student (or eligible parent). Information is released on a consent basis in cases where a student or eligible parent has provided a written consent, signed, dated and specifying the information to be released and name(s) of persons to whom the information is to be released.

The Oriana Academy strictly adheres to the requirements of FERPA regarding students' rights and privacy of information. In accordance with the Family Educational Rights and Privacy Act, the school allows students to access their educational records; challenge records they

believe are inaccurate, incomplete or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records, in which case, written consent is not required. The parent(s) of a dependent minor student has the right to inspect the records that are maintained by the school on behalf of the student. The school's accrediting agency along with federal, state and local authorities involving an audit or evaluation of compliance with education programs have the right to inspect records that are maintained by the school on behalf of the student without the student's consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

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## Administrative Policies

School policies have been formulated in the best interests of the student and the school. The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the school. Out of necessity, The Oriana Academy reserves the right to change any provision or requirement, including fees, contained in the catalog at any time – with notice.

The school further reserves the right to require a student to withdraw at any time under appropriate procedures. The Oriana Academy also reserves the right to impose probation on any student whose conduct, attendance, or academic standing is deemed unsatisfactory. Any admission on the basis of false statements or documents is void when the fraud is discovered, and the student may be terminated on such grounds. In such cases, the student may not be entitled to any credit for work that he/she may have completed at the school. The school also reserves the right to cancel any classes which do not have a minimum number of students enrolled.

## Course Numbering System

This institution uses a course designation that consists of a three-letter prefix and a four-digit number, and when needed, a one-letter lab designation (L for laboratory only, C for lecture/lab combinations).

The level code, which roughly corresponds to the year in college the course is normally taken (i.e., freshman, sophomore, etc.), is placed between the course prefix and the course number. The level is recommended by the institution according to its own policies. The level digit does not affect course equivalency—course equivalency is determined by the prefix and the last three digits. The following are the level definitions:

- 1-2 = lowerclassman level
- 3-4 = upperclassmen level

Courses are numbered based on content, rather than by department or program. A single academic program may have courses in several different disciplines, and may have courses with several different prefixes.

“Clock Hour” means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor. Credit for participation and attendance are obtained by fulfilling clock hours.



## Copyright Infringement Policies and Sanctions

Policies regarding copyright infringement and sanctions regarding violation can be found on the website under consumer information.

## Constitution Day

Constitution Day is an American federal observance that recognizes the adoption of the United States Constitution and those who have become U.S. citizens.

It is normally observed on September 17. More information on the Constitution can be found online at: <https://www.constitutionday.com/>

## Voter's Registration For Students

United States citizens who are students of voting age can find information specific to their states of residence by visiting [http://www.eacc.gov/voter\\_resources/contact\\_your\\_state.aspx](http://www.eacc.gov/voter_resources/contact_your_state.aspx).

## Vaccinations Policy

The Oriana Academy does not require vaccinations for admission to our school. While many vaccines are routinely recommended for most people, each person has a unique medical profile (overall health, use of medication, family and personal disease history) that can affect decisions about vaccination. <http://www.cdc.gov/vaccines/pubs/vis/default.htm>

## Internal Complaints And Grievance Procedure

The Oriana Academy is committed to the success and well-being of every student, staff member, and faculty member. In the event that a concern or dissatisfaction arises, individuals are encouraged to submit their complaint in writing to the Director. The Academy will make every reasonable effort to resolve the matter promptly and fairly.

Upon receipt of the written complaint, the Director will schedule a meeting with the complainant within 10 calendar days to attempt informal resolution. Most concerns can be resolved at this stage through direct dialogue. If the issue is not resolved to the complainant's satisfaction, the matter will be referred to a Complaint Review Committee consisting of the Director, one staff or faculty member, and one neutral third-party member. This committee will meet within 21 calendar days of receiving the complaint. All proceedings will be documented, and the complainant will receive a copy of the meeting summary.

If additional information is needed, the complainant will be notified in writing with a request for clarification. Once all information has been reviewed, the committee will issue a formal written response within 15 calendar days, outlining either the corrective actions taken or a

rationale explaining why the complaint was not substantiated.

If the complainant is not satisfied with the outcome, they may escalate the complaint to the Florida Department of Education's Commission for Independent Education (CIE):

Commission for Independent Education

Florida Department of Education

325 West Gaines Street, Suite 1414

Tallahassee, FL 32399-0400

Toll-Free Number: (888) 224-6684

Website: [www.fldoe.org/cie](http://www.fldoe.org/cie)

All grievance records will be retained in accordance with institutional policy and made available to regulatory agencies upon request.

## Dress Code

All students are treated equally and are required to practice good hygiene as a daily routine. A clean, professional appearance is essential in our school due to the nature of the environment in which we work.

- Grooming: Hands must be washed prior to servicing each guest. Hair must be clean and styled prior to arriving at school. Nails should be well groomed at all times. Students may not chew gum in the building.
- Shirts: Sleeveless shirts including tank tops are not permitted. Shirts must cover shoulders, underarms, midriff area, and lower back. Must have complete coverage of cleavage, bare midriff or stomach and back while raising arms, stooping and bending. No hoods or sweatshirts. No pilled, tattered, cut or worn-out tops.
- Pants: Pants must be professional and of a solid color that coincides with your program. Capri pants are permitted. Pant length must cover mid-calf.
- Footwear: Footwear must be professional in appearance and must have a closed toe and closed heel. Heels are not permitted on campus. Shoes for all programs must be flat, rubber soled and closed toed. All shoes must be clean, polished, not scuffed and in good repair.
- Accessories: Colored accessories may be worn. Hats or bandanas are not permitted. Facial piercings must be small and only studs are allowed on the Face.
- Electronic Devices: Headphones, cell phones and pagers are not allowed in the labs, classrooms or hallways. These items may only be used outside the building. Laptops, iPads, tablets, etc., are permitted in the classroom or clinic for school use only

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# Students' Rights And Responsibilities

## Student Rights

All students enrolled at The Oriana Academy have the right:


- To view documentation regarding the institution's license and any current accreditation.
- To access information about the school's programs, instructional methods, lab facilities, campus resources, and faculty qualifications.
- To receive clear information about job placement assistance and career support services, when available.
- To review accurate and up-to-date cost of attendance, including tuition, fees, and other required expenses.
- To access the school's refund and cancellation policy, including how withdrawals are handled.
- To understand the institution's Satisfactory Academic Progress (SAP) policy, including evaluation methods and appeal procedures.
- To request information about services and facilities available for students with disabilities.
- To inquire about any available financial assistance, including payment plans.
- To know the names, locations, and contact procedures for the Financial Services staff.
- To request assignment of or communication with their academic advisor.
- To understand school policies regarding attendance, dress code, tardiness, and testing.
- To receive fair, non-discriminatory treatment from all staff, faculty, and administration.
- To access and review their own student records as permitted by law.
- To express academic opinions respectfully and maintain their right to individual integrity.

## Student Responsibilities

All students enrolled at The Oriana Academy are responsible:

To read, understand, and retain copies of all documents and forms they are asked to sign, including enrollment agreements.

- To review and consider all program information prior to enrollment.
- To be familiar with the school's refund policy, which is outlined in both the Enrollment Agreement and this catalog.
- To carefully review the contents of the Application for Admissions before submission.
- To purchase or obtain all required books and supplies needed for their program.
- To respect and maintain all school property, equipment, and facilities.


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- To return borrowed items, such as library resources, and pay any related fines if applicable.
  - To meet all academic and financial obligations in order to graduate, including tuition payments and required clearances.
  - To comply with the school's parking policies, if applicable.

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## Student Conduct Policy

The Oriana Academy is pleased to provide a professional, effective, and courteous learning environment for all of its students. In an effort to create an atmosphere that fosters learning and success, it is necessary to adhere to the student code of conduct on a daily basis. The following rules and regulations will assist in making your experience at The Oriana Academy a productive and successful one while also maintaining mutual respect towards your fellow students, staff, faculty, and the institution itself:

1. All students are required to attend school dressed in appropriate attire. School uniform or its equivalent is acceptable. Students dressed inappropriately will not be permitted in class. Shoes for all programs must be flat, rubber soled, and closed toed.
2. Theft of any kind shall result in immediate termination from The Oriana Academy.
3. All students must conduct themselves professionally at all times. Interaction with administration, faculty, clients, and fellow students should be courteous and professional. Unprofessional behavior may result in your termination from the school.
4. Confrontational or threatening behavior towards fellow students, faculty, staff, or clients shall result in immediate termination from The Oriana Academy.
5. Defamatory, harassing, or threatening statements directed toward the school, its faculty, staff, or students — whether verbal, written, or online (including via text, email, blog, or social networks) — are considered unprofessional conduct and may result in termination from The Oriana Academy.
6. Cell phone usage while in the classroom is prohibited. Cell phone ringers must be placed on vibrate or in the off position. Students must quietly leave the classroom and the school facility if it is necessary to use the cell phone.
7. Videotaping, audiotaping, and video recording of any kind is prohibited unless approved by the Director.
8. All rules of sanitation, sterilization, and overall cleanliness must be followed at all times. It is imperative that stations and work tools be sanitized and sterilized properly before use.
9. Food or drinks are only allowed in designated areas.
10. Students are not permitted to perform services beyond what the client has scheduled with the teacher and the front desk.
11. Smoking is prohibited in the school facility.
12. Daily attendance is mandatory. Failure to attend school in accordance with The Oriana Academy's attendance policy will result in a written warning, followed by academic warning and then termination if lack of attendance continues. Please notify the school in advance if you will be absent or late.


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13. Lateness to class is unacceptable. A student arriving to class 15 minutes or more after the scheduled time will not be allowed in class until after the first scheduled break.
  14. All tests, quizzes, and assignments must be completed in a satisfactory manner prior to graduation. A student will not receive a diploma/certificate until all academic requirements have been met.
  15. Any student caught attempting to bypass security, change settings, or a password on school computers is subject to immediate dismissal from school.
  16. If a student is asked to leave the classroom by a faculty member or The Oriana Academy staff and does not do so immediately, the student shall be subject to police escort from the premises and subject to termination from The Oriana Academy.
  17. Students on a payment plan must make payments as scheduled. All payments are due on a Monday prior to entering class. A late payment will result in a 10% late fee being added to your balance. Failure to make a payment within 3 days of when due will result in the student not being allowed to attend the class unless prior arrangements in writing have been made with the Director.
  18. All students are requested to inform the school upon passing the state board exam and upon becoming employed.
  19. Students shall be required to apply to the State of Florida for licensure and/or registration in their career of choice.
  20. No solicitation of any kind is permitted on school premises. Students are not allowed to sell products or services or promote programs offered at other institutions while attending classes at The Oriana Academy. Recruitment of other students for any purpose shall be considered harassment. Solicitation of any kind shall be grounds for immediate termination.

## Student Disciplinary Procedures

If a student violates The Oriana Academy's Standards of Conduct in a classroom, the first level of discipline lies with the instructor. If a situation demands further action, the Director is responsible. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined herein. When a student violates The Oriana Academy's Standards of Conduct outside the classroom but on school premises, the Director is the first level of discipline. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined herein.

## Academic And Administrative Dismissal

A student may be dismissed from The Oriana Academy for disregarding administrative policies. Causes for dismissal include but are not exclusive to:

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- Failure to meet minimum educational standards.
  - Non-criminal, disruptive or otherwise inappropriate conduct (whether directed to another student or a school representative).
  - Continued inappropriate personal appearance.
  - Continued unsatisfactory attendance.
  - Non-payment for services rendered by The Oriana Academy.
  - Failure to comply with policies listed in the current catalog.
  - Conduct — whether occurring prior to enrollment, outside of school, or discovered after admission — that we determine materially affects the safety, integrity, or reputation of the Academy, its programs, or its community.

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## Campus Security/Crime Prevention And Safety Programs

In compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, The Oriana Academy publishes an Annual Security Report that outlines policies and procedures related to campus safety, emergency response, drug and alcohol prevention, sexual offense prevention, campus access, and law enforcement practices.

The report includes crime statistics for the three most recent calendar years, covering incidents that occurred:

- On campus
- On public property adjacent to the school
- At designated off-campus locations

The Annual Security Report is published by October 1st of each year and is provided to all current students and employees. A copy of the most recent report may be obtained by contacting the Director or by visiting the school's website.

In addition to the annual report, The Oriana Academy maintains a daily crime log documenting all reported crimes. This log is available for public inspection during regular business hours through the Director's office.

The Oriana Academy will issue a timely notification to the campus community regarding any reported crime that:

- Is included in the annual security report or reported to local law enforcement; and
- Is considered to pose an ongoing threat to the safety of students or employees.

### The Violence Against Women Act (VAWA)

Was implemented in 1994 in recognition of the severity of the crimes associated with domestic violence, sexual assault, and stalking, as part of the Violent Crime Control and Law Enforcement Act of 1994. VAWA was reauthorized in 2000, 2005, and 2013 to strengthen the law. The Violence Against Women Act provides protection to women against crimes of sexual violence. The act was amended on several occasions and placed new obligations on colleges and institutions to report and conduct educational programs under its Campus Sexual Violence Act (Campus SaVE Act), which amended the Clery Act.

The 2013 VAWA Reauthorization added a non-discrimination provision that prohibits discrimination on the basis of sex by organizations that receive funding under the Act and allows an exception for "sex segregation or sex-specific programming" when it is deemed to be "necessary to the essential operations of a program". Critical to ending violence and maintaining

a safe campus is recognizing and avoiding abusive behavior. Abuse can surface in many ways (emotional, verbal, psychological, sexual, and physical). Some warning signs of abuse are:

- Frequent yelling directed at a partner
- Blaming partner for own faults
- Name-calling
- Consistently accusing partner of infidelity
- Kicking, holding, slapping, and scratching
- Forcible sex (e.g., wanting sex after hitting)

All institutions are charged with adopting the following VAWA requirements:

- A statement that the institution prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking
- A clear definition of what constitutes domestic violence, dating violence, sexual assault, and stalking in the applicable jurisdiction
- A definition of consent in regards to sexual activity, in the applicable jurisdiction
- Safe and positive options for bystander intervention in order to prevent or intervene when there is a risk of sexual violence or stalking against another individual
- Information on risk reduction to recognize warning signs of abusive behavior or how to avoid potential attacks

### VAWA Policy Statement:

The Oriana Academy is committed to maintaining a safe and secure work and academic environment free of any form of sexual misconduct including domestic violence, dating violence, sexual assault, stalking, and sexual harassment. A violation of the Violence Against Women's Act shall constitute grounds for disciplinary action, up to and including, dismissal from the Academy.

### Definitions:

- Domestic Violence – Pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate party. Includes any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.
- Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship based on a consideration of the following factors:
  - Length of relationship

- Type of relationship
- Frequency of interactions between the persons involved in the relationship
- Sexual Assault – Non-consensual oral, anal, or vaginal penetration by or union with the sexual organ of another or by any other object.
- Stalking – Willfully, maliciously, and/or repeatedly following, watching, harassing or intimidating another person; in person, electronically, or by any other means.
- Consent is the affirmative, voluntary, and informed agreement, given by both parties, to engage in a specific activity. Consent cannot be given under coercion, force, threat, or when incapacitated.

## Timely Warnings

In the event that a situation arises, either on or off campus, in the judgment of the Director, constitutes a serious and/or continuing threat, a campus wide “timely warning” will be issued. Notices will be posted in each common area.



## Reporting Crime

Any suspicious activity, or person seen in the parking lots or loitering around vehicles, inside the buildings or around the halls should be reported to the police department. In addition, you may report a non-emergency crime to a School Official/Administrator (Instructor) or Director.

### Confidential Reporting Procedure

If you are a victim of a crime and unsure if you want to pursue action within the Academy system or the criminal justice system, you may still make a confidential report. The Director may be told of the details of the incident in confidence. The purpose of confidential reporting procedure is for your security, while taking steps to ensure your future safety and the safety of others. With such information, the Academy can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger. These incidents are counted and disclosed in the annual crime statistics for the institution with no identifying information.

Confidential reports do not trigger an investigation unless the student chooses to pursue one.

### Anti-Hazing Policy

The Oriana Academy adheres to a strict anti-hazing policy. Hazing of any sort will not be tolerated nor does the school condone such behavior. Students found hazing will automatically be terminated from the school.



## Fire Precautions

Students should take particular note of exit signs in each building. Students should familiarize themselves with the appropriate evacuation route posted for each room. In the event of an emergency:

- Leave the building by the nearest exit in an orderly fashion (do not use elevators).
- Stand at a safe distance from the building.
- Do not re-enter the building until directed to do so by administration.

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## Drug-Free Policy

As a matter of policy, The Oriana Academy prohibits the manufacture, unlawful possession, use, sale, or distribution of illicit drugs and alcohol by students and employees on its property and at any school-related activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion for students and termination for employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities.

Students or employees may also be referred to substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to the successful completion of any prescribed counseling or treatment program.

Information on the school's drug-free awareness program and drug and alcohol prevention program may be obtained from the Director's office.

## Drug And Alcohol Abuse Prevention

Research has shown that abuse of alcohol and drugs is a national public health concern. More than 43% of college students report some heavy episodic drinking and thousands of students annually experience problems related to their alcohol use, including unintentional injuries, risky sexual behaviors, sexual assault, fights, and traffic crashes. (Alcohol Policies on College Campuses, Journal of American College Health, Vol 53 (4), Jan/Feb 2005).

Below please find programs available to students and employees:

- Alcoholics Anonymous- <http://www.aa.org>
- Mothers Against Drunk Driving - <http://www.madd.org>
- Narcotics Anonymous - <http://www.na.org>
- National Council on Alcoholism and Drug Dependence - <http://www.ncadd.org/>
- National Institute on Drug Abuse - <https://www.drugabuse.gov/>
- Partnership for a Drug Free America - <http://www.drugfree.org>
- Al-Anon - <http://al-anon.org/>
- Homeless Shelter Directory - <http://www.homelessshelterdirectory.org/>
- Center for Substance Abuse Prevention (CAPT) - <https://www.samhsa.gov/capt/about-capt>
- Community Anti-Drug Coalitions of America (CADCA) - <http://www.cadca.org/>
- Office of Violence Against Women - <https://www.justice.gov/ovw/local-resources>

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## Program Outlines

### Professional Body Piercing Program Outline (2 Weeks / 40 Hours)

#### Program Description - CIP Code 12.0411

The Professional Body Piercing Program combines theory (Academic Instruction) with extensive hands-on (Practical Application) experience to provide students with a complete understanding of the body piercing industry. The program includes training in skin anatomy, safety and sterilization practices, shop etiquette, aftercare procedures, marking and placement techniques, and multiple piercing types including ear, facial, oral, and body piercings. The curriculum also covers business development, client consultation, marketing, and professional conduct.

This program is aligned to the Standard Occupational Classification (SOC) Code 39-5094.00 – Skin Care Specialists, commonly used for body art and piercing programs.

#### Objective

The objective of the Professional Body Piercing Program is to prepare students with the skills and knowledge necessary to meet Florida Department of Health licensure requirements and to qualify for entry-level employment in licensed body piercing or body art establishments. Upon successful completion, students are awarded a diploma.

| Program Breakdown By Course |   |              |           |
|-----------------------------|---|--------------|-----------|
| Course Number               | Course Name                                       | Theory Hours | Lab Hours |
| BPI 1101                    | Fundamentals: Blood Borne Pathogens               | 3            | –         |
| BPI 1102                    | Fundamentals: Equipment and Supplies              | 1            | 1         |
| BPI 1103                    | Fundamentals: Safety / Sanitation / Sterilization | 1            | 1         |
| BPI 1104                    | Fundamentals: Laws & Rules                        | 1            | –         |
| BPI 1105                    | Fundamentals: Shop Etiquette                      | 1            | 1         |
| BPI 1106                    | Fundamentals: Skin                                | 1            | 1         |
| BPI 1107                    | Fundamentals: Aftercare                           | 1            | 1         |
| BPI 1108                    | Artistry: Body Piercing                           | 1            | 1         |
| BPI 1109                    | Artistry: Ear Piercing                            | 1            | 1         |
| BPI 1110                    | Artistry: Facial Piercing                         | 1            | 1         |
| BPI 1111                    | Artistry: Oral Piercing                           | 1            | 1         |
| BPI 1112                    | Artistry: Marking & Placement                     | 1            | 1         |

|                           |   |    |    |
|---------------------------|---|----|----|
| BPI 1113                  | Business: Intro to Piercing Industry    | 1  | –  |
| BPI 1114                  | Business: Intro to Piercing Photography | 2  | 2  |
| BPI 1115                  | Business: Marketing                     | 1  | –  |
| BPI 1116                  | Business: Negotiation / Sales           | 1  | –  |
| BPI 1117                  | Final Exam                              | 1  | 8  |
|                           |   |    |    |
| <b>Subtotal:</b>          |   | 20 | 20 |
| <b>Total Clock Hours:</b> |   | 40 |    |

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

### Academic Grading System

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress.

The following is the grading scale used:

| Grade | Percentage | Interpretation         |
|-------|------------|------------------------|
| P     | ≥ 75%      | Pass                   |
| F     | < 75%      | Fail                   |
| I     | N/A        | Incomplete (Temporary) |

### Course Work

#### **BPI 1101 – Fundamentals: Blood Borne Pathogens**

This course will teach the students about Blood Borne Pathogens and prepare them to take the FDOH approved certification course. Students will take the FDOH license exam which will count as credit for this course requirement.

#### **BPI 1102 – Fundamentals: Equipment and Supplies**

This course will teach the students about their basic piercing equipment and supplies. They will learn the different options they have for their equipment, how to order supplies, and how to design a proper set up that suits their needs. Students will learn about needles and other related derma technology and techniques.

#### **BPI 1103 – Fundamentals: Safety / Sanitation / Sterilization**

This course addresses preparation/setup for clients and keeping your operatory and

control areas safe. Students will learn proper storage and clean up procedures along with disposal methods for sharps and other related derma technology and techniques.

#### **BPI 1104 – Fundamentals: Laws & Rules**

This course will teach students about the general Laws and Rules to follow in the State of Florida regarding professional piercing.

#### **BPI 1105 – Fundamentals: Shop Etiquette**

This course will give the student an understanding of how a shop conducts itself, the different roles in a shop environment, and the way a successful shop will operate. They will also learn crucial details of how to maintain a shop, and how to conduct themselves as a professional. In this course they will learn to develop an image of themselves as a professional, and how to represent their place of work at an elite level.

#### **BPI 1106 – Fundamentals: Skin**

This course focuses on skin composition, conditions. Students will learn to understand and demonstrate knowledge of reactions, allergies to avoid, complications, and skin inconsistencies.

#### **BPI 1107 – Fundamentals: Aftercare**

This course teaches students the steps that both artists and clients must take to ensure proper healing and maintenance of piercings. Students will learn about the importance of hygiene, the different stages of healing, products they may use and how to prevent complications such as infections or fading.

#### **BPI 1108 – Artistry: Body Piercing**

This course introduces the fundamental concepts of Body piercing. Students will learn about the different types of piercings, how to prepare for a piercing session, and how to perform a piercing safely and efficiently.

#### **BPI 1109 – Artistry: Ear Piercing**

This course introduces the fundamental concepts of Ear piercing. Students will learn about the different types of ear piercings, how to prepare for an ear piercing session, and how to perform ear piercings safely and efficiently.

#### **BPI 1110 – Artistry: Facial Piercing**

This course introduces the fundamental concepts of Facial and nose piercing. Students will learn about the different types of facial piercings, how to prepare for a facial piercing session, and how to perform a facial piercing safely and efficiently.

#### **BPI 1111 – Artistry: Oral Piercing**

This course introduces the fundamental concepts of Oral piercing. Students will learn

about the different types of Oral piercings, how to prepare for an Oral piercing session, and how to perform an Oral piercing safely and efficiently.

**BPI 1112 – Artistry: Marking & Placement**

This course focuses on the art of marking and placement for piercings throughout the body. They will learn to assess individual anatomy and aesthetics to determine the best location for a piercing.

**BPI 1113 – Business: Intro to Piercing Industry**

This course introduces students to the industry. Students will learn the different career paths they may take. They will learn from case studies of very successful artists and break down the journeys they took to get to a high level.

**BPI 1114 – Business: Intro to Piercing Photography**

This course teaches students how to properly photograph their artwork to add to their portfolio. They will learn basic editing techniques, how to model their artwork, lighting, and backgrounding. Smartphone based course.

**BPI 1115 – Business: Marketing**

This course teaches students the different avenues of marketing available to them as a professional. They will learn how to present their work, and image to potential clients. Students will learn to create business social media accounts and build a solid following. They'll learn which art performs best in marketing and why.

**BPI 1116 – Business: Negotiation / Sales**

This course teaches students Sales theory and how to properly price a piercing. They will understand the differences in costs from a variety of typical pieces, and how to work with clients through consultation and negotiation.

**BPI 1117 – Theory Final Exam + Lab Final Exam**

Multiple choice cumulative exam designed to ensure students have mastered the fundamental material taught throughout the program. Open notes, under supervision of the instructor. Successful completion of this final exam is required for graduation.

## Professional Permanent Make Up Program Outline (5 Weeks / 100 Hours)

### Program Description - CIP Code 12.0411

The Professional Permanent Make Up (PMU) Program provides training in theory, lab, and supervised hands-on practice. Students learn bloodborne pathogen safety, sanitation and sterilization, Florida laws and rules, shop etiquette, skin anatomy, equipment handling, and aftercare. The curriculum covers artistry courses in consultation and color theory, eyebrow mapping and design, lash line/eyeliner, lip essentials, and PMU correction techniques. Business courses introduce students to the PMU industry, photography, marketing, and negotiation/sales. Instruction is delivered through lectures, demonstrations, and supervised practice with simulation media and live models.

This program is aligned to the Standard Occupational Classification (SOC) Code 27-1019.00 – Artists and Related Workers, All Other, commonly used for professional tattoo artists.

### Objective

The objective of the Professional Permanent Make Up Program is to prepare graduates with the knowledge, technical skills, and professional behaviors necessary for safe and effective cosmetic tattooing. Students will demonstrate competency in designing and executing permanent makeup applications for brows, eyeliner, lips, and corrective procedures, as well as proficiency in consultation, color selection, and client communication. Graduates will also apply business and professional development strategies to build a sustainable practice. Upon successful completion, students are awarded a diploma and may apply for Florida Department of Health tattoo licensure and entry-level employment in licensed PMU or tattoo studios, salons/spas, or medical-aesthetics settings.

| Program Breakdown By Course |   |              |           |
|-----------------------------|---|--------------|-----------|
| Course Number               | Course Name                                       | Theory Hours | Lab Hours |
| PMU 1101                    | Fundamentals: Blood Borne Pathogens               | 3            | –         |
| PMU 1102                    | Fundamentals: Equipment and Supplies              | 3            | 5         |
| PMU 1103                    | Fundamentals: Safety / Sanitation / Sterilization | 2            | 5         |
| PMU 1104                    | Fundamentals: Laws & Rules                        | 1            | –         |
| PMU 1105                    | Fundamentals: Shop Etiquette                      | 1            | 5         |
| PMU 1106                    | Fundamentals: Skin                                | 1            | 5         |
| PMU 1107                    | Fundamentals: Aftercare                           | 2            | 5         |
| PMU 1108                    | Artistry: Consultation & Color Theory             | 4            | 5         |
| PMU 1109                    | Artistry: Eyebrow Mapping / Design                | 4            | 5         |

|                           |   |     |    |
|---------------------------|---|-----|----|
| PMU 1110                  | Artistry: Lash line / Eyeliner Techniques | 5   | 5  |
| PMU 1111                  | Artistry: Lip Essentials                  | 4   | 5  |
| PMU 1112                  | Artistry: PMU Correction Techniques       | 5   | 5  |
| PMU 1113                  | Business: Intro to PMU Industry           | 1   | –  |
| PMU 1114                  | Business: Intro to PMU Photography        | 1   | 5  |
| PMU 1115                  | Business: Marketing                       | 1   | –  |
| PMU 1116                  | Business: Negotiation / Sales             | 1   | –  |
| PMU 1117                  | Final Exam                                | 1   | 5  |
|                           |   |     |    |
| <b>Subtotal:</b>          |   | 40  | 60 |
| <b>Total Clock Hours:</b> |   | 100 |    |

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

### Academic Grading System

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress.

The following is the grading scale used:

| Grade | Percentage | Interpretation         |
|-------|------------|------------------------|
| P     | ≥ 75%      | Pass                   |
| F     | < 75%      | Fail                   |
| I     | N/A        | Incomplete (Temporary) |

### Course Work

#### PMU 1101 - Fundamentals: Blood Borne Pathogens

This course will teach the students about Blood Borne Pathogens and prepare them to take the FDOH approved certification course. Students will take the FDOH license exam which will count as credit for this course requirement.

#### PMU 1102 - Fundamentals: Equipment and Supplies

This course will teach the students about their basic PMU cosmetic tattoo equipment and supplies. They will learn the different options they have for their equipment, how to order supplies, and how to design a proper set up that suits their needs. Students will learn about needles and other related derma technology and techniques.



### **PMU 1103 - Fundamentals: Safety / Sanitation / Sterilization**

This course addresses preparation/setup for clients and keeping your operational and control areas safe. Students will learn proper storage and clean up procedures along with disposal methods for sharps and other related derma technology and techniques.

### **PMU 1104 - Fundamentals: Laws & Rules**

This course will teach students about the general Laws and Rules to follow in the State of Florida regarding professional tattooing.

### **PMU 1105 - Fundamentals: Shop Etiquette**

This course will give the student an understanding of how a shop conducts itself, the different roles in a shop environment, and the way a successful shop will operate. They will also learn crucial details of how to maintain a shop, and how to conduct themselves as a professional. In this course they will learn to develop an image of themselves as a professional, and how to represent their place of work at an elite level.

### **PMU 1106 - Fundamentals: Skin**

This course focuses on skin composition, conditions. Students will learn to understand and demonstrate knowledge of reactions, allergies to avoid, complications, and skin inconsistencies.

### **PMU 1107 - Fundamentals: Aftercare**

This course teaches students the steps that both PMU cosmetic tattoo artists and clients must take to ensure proper healing and maintenance of tattoos. Students will learn about the importance of hygiene, the different stages of healing, products they may use and how to prevent complications such as infections or fading.

### **PMU 1108 - Artistry: Consultation & Color Theory**

This course will teach students the fundamentals of pigment selection, color theory, and skin tone analysis. From mastering Fitzpatrick scale evaluations to understanding pigment undertones and strategies, this course equips aspiring PMU cosmetic tattoo artists with the expertise to make informed, customized color choices that ensure long-lasting, natural-looking results for every client and every application of PMU.

### **PMU 1109 - Artistry: Eyebrow Mapping / Design**

This course will teach students the core techniques of facial symmetry, brow shaping, and precise mapping. From mastering golden ratio principles to executing brow outlines that flatter unique bone structures, this course equips aspiring PMU cosmetic tattoo artists with the skills to design balanced, custom eyebrows that elevate each client's natural features.



### **PMU 1110 - Artistry: Lash line / Eyeliner Techniques**

This course will teach students the artistry of enhancing the eyes through permanent eyeliner. From subtle lash enhancements to bold eyeliner styles, students will learn proper depth control, stretch techniques, and design customization. This course equips aspiring PMU cosmetic tattoo artists with the confidence to create clean, smudge-free eyeliner looks tailored to individual eye shapes and preferences.

### **PMU 1111 - Artistry: Lip Essentials**

This course will teach students how to define, enhance, and neutralize lip tones through PMU cosmetic tattoo artistry. From mastering lip pre-draws to executing lip blush techniques, lipstick effect technique, lip contour, and lip shape applications, students will gain a full spectrum of artistic approaches. The program emphasizes soft blush shading and contouring methods, equipping aspiring PMU cosmetic tattoo artists with the precision and aesthetic vision to deliver natural, youthful lip enhancements that complement diverse skin tones.

### **PMU 1112 - Artistry: PMU Correction Techniques**

This course will teach students how to address and improve asymmetry, pigmentation disorders, and color fading. From neutralizing dark tones to creating faux volume and balanced borders, this course equips aspiring PMU cosmetic tattoo artists with advanced correction techniques that restore harmony and elevate the natural beauty of the lips, eyebrows, eyelines, and lash lines as well as how to correct existing work done.

### **PMU 1113 - Business: Intro to PMU Industry**


This course introduces students to the permanent makeup industry. Students will explore various career paths available within PMU, including freelance artistry, studio ownership, and medical aesthetics. Through real-world case studies, students will examine the journeys of successful PMU professionals and identify the skills and strategies that helped them build long-term careers.

### **PMU 1114 - Business: Intro to PMU Photography**

This course introduces students to photography essentials specific to the PMU industry. Students will learn how to capture high-quality before-and-after images that showcase their work and attract clients. The course also includes case studies of artists who built strong reputations and followings through consistent, professional photography.

### **PMU 1115 - Business: Marketing**

This course introduces students to foundational marketing strategies tailored for PMU professionals. Students will learn how to build a personal brand, attract clients through digital



platforms, and leverage social media to grow their presence. Case studies of thriving PMU brands will illustrate the impact of strong, consistent marketing.

**PMU 1116 - Business: Negotiation / Sales**

This course introduces students to negotiation and sales techniques critical to success in the PMU industry. Students will learn how to confidently communicate their value, handle pricing objections, and convert inquiries into bookings. Case studies will highlight how top artists close high-ticket services and maintain client loyalty.

**PMU 1117 - Theory Final Exam + Lab Final Exam**

Multiple choice cumulative exam designed to ensure students have mastered the fundamental material taught throughout the program. Open notes, under supervision of the instructor. Successful completion of this final exam is required for graduation.

## Professional Tattoo Artist Program Outline (6 Weeks / 180 Hours)

### Program Description- CIP Code 12.0411

The Professional Tattoo Artist Program provides training in theory, lab, and hands-on practice, including bloodborne pathogens, sterilization, skin anatomy, linework, shading, color, and tattoo styles. Students also learn Florida laws governing tattooing, safety and sanitation standards, client consultation, and shop etiquette. The curriculum integrates both artistic and professional development skills, preparing students for entry-level work in licensed tattoo establishments.

This program is aligned to the Standard Occupational Classification (SOC) Code 27-1019.00 – Artists and Related Workers, All Other, commonly used for professional tattoo artists.

### Objective

The objective of the Professional Tattoo Artist Program is to prepare students with the skills and knowledge necessary to meet Florida Department of Health licensure requirements and to qualify for entry-level employment in licensed tattoo studios or related body art establishments. Upon successful completion, students are awarded a diploma.

| Program Breakdown By Course |   |              |           |
|-----------------------------|---|--------------|-----------|
| Course Number               | Course Name                                       | Theory Hours | Lab Hours |
| TAT 1101                    | Fundamentals: Blood Borne Pathogens               | 3            | –         |
| TAT 1102                    | Fundamentals: Equipment and Supplies              | 3            | 2         |
| TAT 1103                    | Fundamentals: Safety / Sanitation / Sterilization | 2            | 2         |
| TAT 1104                    | Fundamentals: Laws & Rules                        | 1            | –         |
| TAT 1105                    | Fundamentals: Shop Etiquette                      | 1            | 2         |
| TAT 1106                    | Fundamentals: Skin                                | 1            | 2         |
| TAT 1107                    | Fundamentals: Aftercare                           | 2            | 2         |
| TAT 1108                    | Artistry: Lines                                   | 3            | 20        |
| TAT 1109                    | Artistry: Colors                                  | 3            | 20        |
| TAT 1110                    | Artistry: Shading                                 | 3            | 20        |
| TAT 1111                    | Artistry: Tattoo Styles                           | 15           | 20        |
| TAT 1112                    | Artistry: Consultation, Design, and Placement     | 3            | 20        |
| TAT 1113                    | Business: Intro to Tattoo Industry                | 1            | –         |
| TAT 1114                    | Business: Intro to Tattoo Photography             | 3            | 5         |
| TAT 1115                    | Business: Marketing                               | 2            | –         |
| TAT 1116                    | Business: Negotiation / Sales                     | 3            | –         |
| TAT 1117                    | Final Exam  | 1            | 15        |

|                           |     |     |
|---------------------------|-----|-----|
|                           |     |     |
| <b>Subtotal:</b>          | 50  | 130 |
| <b>Total Clock Hours:</b> | 180 |     |

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

### Academic Grading System

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress.

The following is the grading scale used:

| Grade | Percentage | Interpretation         |
|-------|------------|------------------------|
| P     | ≥ 75%      | Pass                   |
| F     | < 75%      | Fail                   |
| I     | N/A        | Incomplete (Temporary) |

### Course Work

#### **TAT 1101 - Fundamentals: Blood Borne Pathogens**

This course will teach the students about Blood Borne Pathogens and prepare them to take the FDOH approved certification course. Students will take the FDOH license exam which will count as credit for this course requirement.

#### **TAT 1102 - Fundamentals: Equipment and Supplies**

This course will teach the students about their basic tattoo equipment and supplies. They will learn the different options they have for their equipment, how to order supplies, and how to design a proper set up that suits their needs. Students will learn about needles and other related derma technology and techniques.

#### **TAT 1103 - Fundamentals: Safety / Sanitation / Sterilization**

This course addresses preparation/setup for clients and keeping your operatory and control areas safe. Students will learn proper storage and clean up procedures along with disposal methods for sharps and other related derma technology and techniques.



### **TAT 1104 - Fundamentals: Laws & Rules**

This course will teach students about the general Laws and Rules to follow in the State of Florida regarding professional tattooing.

### **TAT 1105 - Fundamentals: Shop Etiquette**

This course will give the student an understanding of how a shop conducts itself, the different roles in a shop environment, and the way a successful shop will operate. They will also learn crucial details of how to maintain a shop, and how to conduct themselves as a professional. In this course they will learn to develop an image of themselves as a professional, and how to represent their place of work at an elite level.

### **TAT 1106 - Fundamentals: Skin**

This course focuses on skin composition, conditions. Students will learn to understand and demonstrate knowledge of reactions, allergies to avoid, complications, and skin inconsistencies.

### **TAT 1107 - Fundamentals: Aftercare**

This course teaches students the steps that both tattoo artists and clients must take to ensure proper healing and maintenance of tattoos. Students will learn about the importance of hygiene, the different stages of healing, products they may use and how to prevent complications such as infections or fading.

### **TAT 1108 - Artistry: Lines**

This course will teach students the fundamentals of lines. From mastering line weight and consistency to exploring different line styles and their applications, this course equips aspiring tattoo artists with the skills necessary to create exceptional linework tattoos that define and enhance their artistic style.

### **TAT 1109 - Artistry: Colors**

This course will teach students the basics of colors: color mixing, storage, combining color styles, complimentary colors, pigmentation, and the color palette. Students will understand color theory including specific jargon relating to color use and color related decision making.

### **TAT 1110 - Artistry: Shading**

This course will teach students the fundamentals of shading: highlighting, tinting, fill-in, smoke/fog, shadows, and hashing. This course will focus on technique rather than artistic styling.

### **TAT 1111 - Artistry: Tattoo Styles**

This course will teach students the fundamentals of popular tattoo styles: Hyperrealism,

■  
Oriental, Black & Gray, Trash Polka, Super Color, Portrait, Tribal, Fine line, Mandala, Mini Tattoo, Cover-Ups, Lettering and others.

**TAT 1112 - Artistry: Consultation, Design, and Placement**

This course teaches students how to hold customer consultation. They will also cover how to stencil and organize artwork into a piece with design technology. They will learn how to place art to fit musculature and how to compliment body features with art.

**TAT 1113 - Business: Intro to Tattoo Industry**

This course introduces students to the industry. Students will learn the different career paths they may take. They will learn from case studies of very successful artists and the journeys they took to get to a high level.

**TAT 1114 - Business: Intro to Tattoo Photography**

This course teaches students how to properly photograph their artwork to add to their portfolio. They will learn basic editing techniques, how to model their artwork, lighting, and backgrounding. Smartphone course.

**TAT 1115 - Business: Marketing**

This course teaches students the different avenues of marketing available to them as a professional. They will learn how to present their work, and image to potential clients. Students will learn to create business social media accounts and build a solid following. They'll learn which art performs best in marketing and why.

**TAT 1116 - Business: Negotiation / Sales**

This course teaches students Sales theory and how to properly price a tattoo. They will understand the differences in costs from a variety of typical pieces, and how to work with clients through consultation and negotiation.

**TAT 1117 - Theory Final Exam + Lab Final Exam**

Multiple choice cumulative exam designed to ensure students have mastered the fundamental material taught throughout the program. Open notes, under supervision of the instructor. Successful completion of this final exam is required for graduation.

## Advanced Professional Tattoo Artist Program Outline (18 Weeks / 600 Hours)

### Program Description - CIP Code 12.0411

The Advanced Professional Tattoo Artist Program teaches extended theory, lab, and hands-on practice in all fundamental and advanced elements of tattooing. Students will master bloodborne pathogens, sterilization, skin anatomy, shading, color theory, linework, and a wide range of tattoo styles. They will also learn Florida tattooing laws, professional standards, and business practices.

The Advanced Tattoo Artist Program is designed to prepare students for gainful employment in the professional tattoo industry, specifically as a Tattoo Artist, classified under Standard Occupational Classification (SOC) Code 27-1019.00 – Artists and Related Workers, All Other.

### Objective

The objective of the Advanced Professional Tattoo Artist Program is to prepare students with advanced theory and practical skills in tattoo artistry. The program is designed to meet Florida Department of Health licensure requirements and to qualify graduates for employment as advanced tattoo artists in licensed tattoo studios, as well as career opportunities such as tattoo shop management, studio ownership, or related body art professions. Upon successful completion, students are awarded a diploma.

| Program Breakdown By Course |   |              |           |
|-----------------------------|---|--------------|-----------|
| Course Number               | Course Name                                       | Theory Hours | Lab Hours |
| TAT 1101                    | Fundamentals: Blood Borne Pathogens               | 3            | –         |
| TAT 1102                    | Fundamentals: Equipment and Supplies              | 3            | 5         |
| TAT 1103                    | Fundamentals: Safety / Sanitation / Sterilization | 2            | 5         |
| TAT 1104                    | Fundamentals: Laws & Rules                        | 1            | –         |
| TAT 1105                    | Fundamentals: Shop Etiquette                      | 1            | 5         |
| TAT 1106                    | Fundamentals: Skin                                | 1            | 5         |
| TAT 1107                    | Fundamentals: Aftercare                           | 2            | 5         |
| TAT 2108                    | Artistry: Lines                                   | 3            | 100       |
| TAT 2109                    | Artistry: Colors                                  | 3            | 100       |
| TAT 2110                    | Artistry: Shading                                 | 3            | 100       |
| TAT 2111                    | Artistry: Tattoo Styles                           | 15           | 100       |
| TAT 2112                    | Artistry: Consultation, Design, and Placement     | 3            | 100       |
| TAT 1113                    | Business: Intro to Tattoo Industry                | 1            | –         |

|                           |                                       |     |     |
|---------------------------|---------------------------------------|-----|-----|
| TAT 1114                  | Business: Intro to Tattoo Photography | 3   | 5   |
| TAT 1115                  | Business: Marketing                   | 2   | –   |
| TAT 1116                  | Business: Negotiation / Sales         | 3   | –   |
| TAT 2117                  | Final Exam                            | 1   | 20  |
|                           |                                       |     |     |
| <b>Subtotal:</b>          |                                       | 50  | 550 |
| <b>Total Clock Hours:</b> |                                       | 600 |     |

Note: Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

### Academic Grading System

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress.

The following is the grading scale used:

| Grade | Percentage | Interpretation         |
|-------|------------|------------------------|
| P     | ≥ 75%      | Pass                   |
| F     | < 75%      | Fail                   |
| I     | N/A        | Incomplete (Temporary) |

### Course Work

#### TAT 1101 - Fundamentals: Blood Borne Pathogens

This course will teach the students about Blood Borne Pathogens and prepare them to take the FDOH approved certification course. Students will take the FDOH license exam which will count as credit for this course requirement.

#### TAT 1102 - Fundamentals: Equipment and Supplies

This course will teach the students about their basic tattoo equipment and supplies. They will learn the different options they have for their equipment, how to order supplies, and how to design a proper set up that suits their needs. Students will learn about needles and other related derma technology and techniques.

#### TAT 1103 - Fundamentals: Safety / Sanitation / Sterilization

This course addresses preparation/setup for clients and keeping your operatory and

control areas safe. Students will learn proper storage and clean up procedures along with disposal methods for sharps and other related derma technology and techniques.

**TAT 1104 - Fundamentals: Laws & Rules**

This course will teach students about the general Laws and Rules to follow in the State of Florida regarding professional tattooing.

**TAT 1105 - Fundamentals: Shop Etiquette**

This course will give the student an understanding of how a shop conducts itself, the different roles in a shop environment, and the way a successful shop will operate. They will also learn crucial details of how to maintain a shop, and how to conduct themselves as a professional. In this course they will learn to develop an image of themselves as a professional, and how to represent their place of work at an elite level.

**TAT 1106 - Fundamentals: Skin**

This course focuses on skin composition, conditions. Students will learn to understand and demonstrate knowledge of reactions, allergies to avoid, complications, and skin inconsistencies.

**TAT 1107 - Fundamentals: Aftercare**

This course teaches students the steps that both tattoo artists and clients must take to ensure proper healing and maintenance of tattoos. Students will learn about the importance of hygiene, the different stages of healing, products they may use and how to prevent complications such as infections or fading.

**TAT 2108 - Artistry: Lines**

This course will teach students the fundamentals of lines. From mastering line weight and consistency to exploring different line styles and their applications, this course equips aspiring tattoo artists with the skills necessary to create exceptional linework tattoos that define and enhance their artistic style.

**TAT 2109 - Artistry: Colors**

This course will teach students the basics of colors: color mixing, storage, combining color styles, complimentary colors, pigmentation, and the color palette. Students will understand color theory including specific jargon relating to color use and color related decision making.

**TAT 2110 - Artistry: Shading**

This course will teach students the fundamentals of shading: highlighting, tinting, fill-in, smoke/fog, shadows, and hashing. This course will focus on technique rather than artistic styling.



### **TAT 2111 - Artistry: Tattoo Styles**

This course will teach students the fundamentals of popular tattoo styles: Hyperrealism, Oriental, Black & Gray, Trash Polka, Super Color, Portrait, Tribal, Fine line, Mandala, Mini Tattoo, Cover-Ups, Lettering and others.

### **TAT 2112 - Artistry: Consultation, Design, and Placement**

This course teaches students how to hold customer consultation. They will also cover how to stencil and organize artwork into a piece with design technology. They will learn how to place art to fit musculature and how to compliment body features with art.

### **TAT 1113 - Business: Intro to Tattoo Industry**

This course introduces students to the industry. Students will learn the different career paths they may take. They will learn from case studies of very successful artists and the journeys they took to get to a high level.

### **TAT 1114 - Business: Intro to Tattoo Photography**

This course teaches students how to properly photograph their artwork to add to their portfolio. They will learn basic editing techniques, how to model their artwork, lighting, and backgrounding. Smartphone course.

### **TAT 1115 - Business: Marketing**

This course teaches students the different avenues of marketing available to them as a professional. They will learn how to present their work, and image to potential clients. Students will learn to create business social media accounts and build a solid following. They'll learn which art performs best in marketing and why.

### **TAT 1116 - Business: Negotiation / Sales**

This course teaches students Sales theory and how to properly price a tattoo. They will understand the differences in costs from a variety of typical pieces, and how to work with clients through consultation and negotiation.

### **TAT 2117 - Theory Final Exam**

Multiple Choice Cumulative exam designed to ensure students have mastered the fundamental material taught throughout the program. Open notes, under supervision of the instructor. Successful completion of this final exam is required for graduation.



## Scheduling

### Holidays

The school observes the following Holidays and will be closed on those dates:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day (July 4th)
- Juneteenth
- Labor Day
- Thanksgiving and Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

The school President may declare additional Holidays, which will be announced at the appropriate time with proper notice.

### Hours Of Operation

Monday-Friday 10:00 A.M. - 8:00 P.M.

Saturday-Sunday 9:30 A.M. - 4:00 P.M

## Academic Calendar

| 2025/26 Academic Calendar  |              |              |                  |              |                        |              | Calendarpedia<br>Your source for calendars |    |    |    |    |    |    |                      |    |    |    |    |    |    |                      |    |    |    |    |    |    |   |
|--|--------------|--------------|------------------|--------------|------------------------|--------------|--|----|----|----|----|----|----|----------------------|----|----|----|----|----|----|----------------------|----|----|----|----|----|----|---|
| <b>September 2025</b>  |              |              |                  |              |                        |              | <b>October 2025</b>                        |    |    |    |    |    |    | <b>November 2025</b> |    |    |    |    |    |    | <b>December 2025</b> |    |    |    |    |    |    |   |
| Su   | Mo           | Tu           | We               | Th           | Fr                     | Sa           | Su   | Mo | Tu | We | Th | Fr | Sa | Su                   | Mo | Tu | We | Th | Fr | Sa | Su                   | Mo | Tu | We | Th | Fr | Sa |   |
|  | 1            | 2            | 3                | 4            | 5                      | 6            |  |    |    | 1  | 2  | 3  | 4  |                      |    |    |    |    |    | 1  |                      | 1  | 2  | 3  | 4  | 5  | 6  |   |
| 7  | 8            | 9            | 10               | 11           | 12                     | 13           | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 2                    | 3  | 4  | 5  | 6  | 7  | 8  | 7                    | 8  | 9  | 10 | 11 | 12 | 13 |   |
| 14   | 15           | 16           | 17               | 18           | 19                     | 20           | 12   | 13 | 14 | 15 | 16 | 17 | 18 | 9                    | 10 | 11 | 12 | 13 | 14 | 15 | 14                   | 15 | 16 | 17 | 18 | 19 | 20 |   |
| 21   | 22           | 23           | 24               | 25           | 26                     | 27           | 19   | 20 | 21 | 22 | 23 | 24 | 25 | 16                   | 17 | 18 | 19 | 20 | 21 | 22 | 21                   | 22 | 23 | 24 | 25 | 26 | 27 |   |
| 28   | 29           | 30           |                  |              |                        |              | 26   | 27 | 28 | 29 | 30 | 31 |    | 23                   | 24 | 25 | 26 | 27 | 28 | 29 | 28                   | 29 | 30 | 31 |    |    |    |   |
|  |              |              |                  |              |                        |              |  |    |    |    |    |    |    | 30                   |    |    |    |    |    |    |                      |    |    |    |    |    |    |   |
| <b>January 2026</b>  |              |              |                  |              |                        |              | <b>February 2026</b>                       |    |    |    |    |    |    | <b>March 2026</b>    |    |    |    |    |    |    | <b>April 2026</b>    |    |    |    |    |    |    |   |
| Su   | Mo           | Tu           | We               | Th           | Fr                     | Sa           | Su   | Mo | Tu | We | Th | Fr | Sa | Su                   | Mo | Tu | We | Th | Fr | Sa | Su                   | Mo | Tu | We | Th | Fr | Sa |   |
|  |              |              |                  | 1            | 2                      | 3            | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 1                    | 2  | 3  | 4  | 5  | 6  | 7  |                      |    |    | 1  | 2  | 3  | 4  |   |
| 4  | 5            | 6            | 7                | 8            | 9                      | 10           | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 8                    | 9  | 10 | 11 | 12 | 13 | 14 | 5                    | 6  | 7  | 8  | 9  | 10 | 11 |   |
| 11   | 12           | 13           | 14               | 15           | 16                     | 17           | 15   | 16 | 17 | 18 | 19 | 20 | 21 | 15                   | 16 | 17 | 18 | 19 | 20 | 21 | 12                   | 13 | 14 | 15 | 16 | 17 | 18 |   |
| 18   | 19           | 20           | 21               | 22           | 23                     | 24           | 22   | 23 | 24 | 25 | 26 | 27 | 28 | 22                   | 23 | 24 | 25 | 26 | 27 | 28 | 19                   | 20 | 21 | 22 | 23 | 24 | 25 |   |
| 25   | 26           | 27           | 28               | 29           | 30                     | 31           |  |    |    |    |    |    |    | 29                   | 30 | 31 |    |    |    |    | 26                   | 27 | 28 | 29 | 30 |    |    |   |
|  |              |              |                  |              |                        |              |  |    |    |    |    |    |    |                      |    |    |    |    |    |    |                      |    |    |    |    |    |    |   |
| <b>May 2026</b>  |              |              |                  |              |                        |              | <b>June 2026</b>                           |    |    |    |    |    |    | <b>July 2026</b>     |    |    |    |    |    |    | <b>August 2026</b>   |    |    |    |    |    |    |   |
| Su   | Mo           | Tu           | We               | Th           | Fr                     | Sa           | Su   | Mo | Tu | We | Th | Fr | Sa | Su                   | Mo | Tu | We | Th | Fr | Sa | Su                   | Mo | Tu | We | Th | Fr | Sa |   |
|  |              |              |                  |              | 1                      | 2            |  | 1  | 2  | 3  | 4  | 5  | 6  |                      |    |    |    | 1  | 2  | 3  | 4                    |    |    |    |    |    |    | 1 |
| 3  | 4            | 5            | 6                | 7            | 8                      | 9            | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 5                    | 6  | 7  | 8  | 9  | 10 | 11 | 2                    | 3  | 4  | 5  | 6  | 7  | 8  |   |
| 10   | 11           | 12           | 13               | 14           | 15                     | 16           | 14   | 15 | 16 | 17 | 18 | 19 | 20 | 12                   | 13 | 14 | 15 | 16 | 17 | 18 | 9                    | 10 | 11 | 12 | 13 | 14 | 15 |   |
| 17   | 18           | 19           | 20               | 21           | 22                     | 23           | 21   | 22 | 23 | 24 | 25 | 26 | 27 | 19                   | 20 | 21 | 22 | 23 | 24 | 25 | 16                   | 17 | 18 | 19 | 20 | 21 | 22 |   |
| 24   | 25           | 26           | 27               | 28           | 29                     | 30           | 28   | 29 | 30 |    |    |    |    | 26                   | 27 | 28 | 29 | 30 | 31 |    | 23                   | 24 | 25 | 26 | 27 | 28 | 29 |   |
| 31   |              |              |                  |              |                        |              |  |    |    |    |    |    |    |                      |    |    |    |    |    |    | 30                   | 31 |    |    |    |    |    |   |
| <b>Federal holidays 2025/26</b>  |              |              |                  |              |                        |              |  |    |    |    |    |    |    |                      |    |    |    |    |    |    |                      |    |    |    |    |    |    |   |
| Sep 1, 2025  | Labor Day    | Nov 27, 2025 | Thanksgiving Day | Jan 19, 2026 | Martin Luther King Day | Jun 19, 2026 | Juneteenth                                 |    |    |    |    |    |    |                      |    |    |    |    |    |    |                      |    |    |    |    |    |    |   |
| Oct 13, 2025   | Columbus Day | Dec 25, 2025 | Christmas Day    | Feb 16, 2026 | Presidents' Day        | Jul 3, 2026  | Indepen. Day (obs.)                        |    |    |    |    |    |    |                      |    |    |    |    |    |    |                      |    |    |    |    |    |    |   |
| Nov 11, 2025   | Veterans Day | Jan 1, 2026  | New Year's Day   | May 25, 2026 | Memorial Day           | Jul 4, 2026  | Independence Day                           |    |    |    |    |    |    |                      |    |    |    |    |    |    |                      |    |    |    |    |    |    |   |
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## Academic Schedule

The school operates on a continuous basis, 12 months per year. New classes typically begin weekly on Monday. We do not maintain terms or semesters, student learning is tracked on an individual basis and students manage their own schedules / breaks / time away.

The Academy reserves the right to modify class start dates or schedules with appropriate notice to students